

Health Education and Training Institute Higher Education Postgraduate Coursework Policy

Document Number: NSWIOP HETI	IOP15/3727 TRIM
TRIM Document Classification	Governance
Document Identifier	AG 02-6
Approval date	24 February 2016
Publication date	To be advised
Summary	This policy deals with: the structure of postgraduate programs; admission; academic credit; progression, completion and graduation.
Keywords	Delivery modes, postgraduate awards, advanced standing
Authoring Portfolio	Mental Health
Contact	Director
Consultation	as per Document History
Applies to	Higher Education
Distribution	Higher Education
Related documents	Health Education and Training Institute Higher Education Admissions Policy Health Education and Training Institute Higher Education Advanced Standing Policy Health Education and Training Institute Higher Education Enrolment Policy Health Education and Training Institute Higher Education Graduation Policy Health Education and Training Institute Higher Education Progression and Unsatisfactory Academic Progress Policy
Review date	December 2018
Risk Assessment	As per Attachment 1 to this document.

Document History

Version	Issued	Status	Author	Reason for Change
v0.1	13 November 2015	Draft	Geoff Murphy	Draft document
v0.2	12 January 2016	Draft	Mark Wilbourn	Consolidation of feedback
v0.3	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 20 January 2016
v0.4	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.5	27 January 2016	Draft	Mark Wilbourn	Amendment to Clause 13
v0.6	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

Health Education and Training Institute Higher Education Postgraduate Coursework Policy

Policy Statement

Health Education and Training Institute Higher Education's contemporary focus in its higher education offerings is upon the provision of evidence based courses targeting the current and emerging needs of the NSW Health workforce and the needs of the health sector more broadly.

Postgraduate courses are typically structured to have embedded completion points at Graduate Certificate, Graduate Diploma and Master's Degree levels, designed to meet the range and progressive learning needs of students in the health sector.

Aims and Objectives

1. The postgraduate course structure is sequential in nature, aimed at encouraging the student through the opportunity to build upon and further develop the skills and knowledge gained at the previous level. The availability and mix of core and elective units enables the development of core shared skills and knowledge while encouraging students to begin to develop skills and knowledge associated with their chosen area of specialisation or interest.
2. Postgraduate courses and units may be offered in a variety of delivery modes: full-time, intensive, part-time; external: according to demand and available resources. The academic requirements and the standards expected from students is the same, irrespective of the mode of presentation.

Overview

3. The following principles underpin the guidelines for the structure of postgraduate awards:
 - a. flexibility and student choice;

- b. high quality;
 - c. accommodation of professional requirements;
 - d. coherence and defined areas of concentration;
 - e. consistency, where appropriate, across programs offered.
4. This policy should be read in conjunction with the current Health Education and Training Institute Higher Education Policies governing the Admission, Enrolment, Progression and Graduation of students.

Structure of Postgraduate Courses

5. Typically the Graduate Certificate articulates with the Graduate Diploma and the Masters Degree with credit given for subjects completed at the previous level. Entry requirements and indicative study loads are:

Graduate Certificate	
Entry requirement	Undergraduate Degree
Study Load	40 credit points over 1-2 years at 1-2 units per semester
Graduate Diploma	
Entry requirement	Graduate Certificate
Study Load	80 credit points over 2-4 years at 1-2 units per semester
Masters Degree	
Entry requirement	Graduate Diploma
Study Load	120 credit points over 3-6 years at 1-2 units per semester

Admission

6. Pre-requisite entry requirements are described above. Evidence of pre-requisite qualifications must accompany the application for admission. Admission requirements for Medical Programs differ from those for other courses and have additional conditions. Deferred admission is not available for any programs. Refer to the Admission Policy for further details.

Advanced Standing

Advanced standing and recognition of prior learning is available in accordance with the Advanced Standing Policy subject to the following limitations:

7. Students will not be granted advanced standing in a postgraduate award for units previously studied in an undergraduate award. An exception may be made for students entering certain professional postgraduate programs, who may be granted advanced standing if a case is approved by the Teaching and Learning Committee of the Health Education and Training Institute Higher Education Academic Board.
8. The maximum advanced standing that can be granted towards a postgraduate program is 50% of the total credit points for the course, except when a student is progressing through a nested (sequential) course.
9. Where a student has covered more content of the postgraduate award than the maximum allowable advanced standing of 50% of the total credit points for the course, the Health Education and Training Institute Higher Education Academic Board, on the recommendation of the Teaching and Learning Committee may grant an exemption for units where the student can demonstrate that they would otherwise be eligible for advanced standing.
10. Advanced standing is not normally granted for studies completed ten years or more prior to application. Where advanced standing is being sought for studies completed ten years or more prior to application, Health Education and Training Institute Higher Education may require an assessment of the currency of an applicant's knowledge. Health Education and Training Institute Higher Education will determine the method of assessment.
11. Advanced standing for units in professionally accredited courses can only be given for equivalent units that would satisfy the requirements for professional accreditation.
12. Irrespective of any Advanced Standing that may be granted, at least 50% of the credit points required to gain a postgraduate award must be achieved through formal study at Health Education and Training Institute Higher Education, and be subject to Health Education and Training Institute Higher Education's Advanced Standing Policy.

13. Where applicants are seeking credit based on informal learning, the granting of credit must be recommended by the relevant Framework Coordinator to the Teaching and Learning Committee for approval. For more information see Advanced Standing Policy.
14. Each Postgraduate coursework award has specified completion requirements that students must attain (see Structure of Postgraduate Courses above).
15. Health Education and Training Institute Higher Education students, upon completion of a lower level nested award, can apply for transfer to the higher level award. If a student chooses to graduate from a lower level award, they will then need to re-apply for the higher level award. The previously completed units within the nested award will be noted on the academic transcript as Advanced Standing (see Admissions Policy - Procedures).
16. Masters students may be eligible for recognition of merit/excellence on graduation in accordance with the Graduation Policy.

Related Documents

- Health Education and Training Institute Higher Education Admissions Policy
- Health Education and Training Institute Higher Education Advanced Standing Policy
- Health Education and Training Institute Higher Education Enrolment Policy
- Health Education and Training Institute Higher Education Graduation Policy
- Health Education and Training Institute Higher Education Progression and Unsatisfactory Academic Progress Policy

Acknowledgement:

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
	Not commenced	Partial compliance	Full compliance
IMPLEMENTATION REQUIREMENTS			
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	Identification of risks – what might happen & how?	
	1.	
	2.	
4.2	Analysis of risks – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
4.3	Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated. Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
	Evaluation –	

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	